

Application for permission to use Council facilities at no cost

The Council will **not permit** free of charge use of facilities for the following:-

Companies, private businesses or organisations seeking to make profit or financial gain for their business or organisations *

Individuals seeking to make personal financial gain.

➤ *The Town Council might consider an exception for a new organisation wishing to start up and located within the parish. If this is relevant to the application, please speak to the Town Clerk in the first instance.

1.	Name of Organisation or individual	Torpoint Town Partnership
2.	Name, Address and Status of Contact	Kim Brownhill Treasurer
3.	Telephone Number of Contact	813762
4.	Reason for the request	Use of council chambers to carry out a lantern making workshop for Town residents in preparation for the Christmas lights switch on event.12/11/22
5.	Please list the beneficiaries from any free use of the facilities	All Torpoint Residents
6.	Is the organisation a Registered Charity?	No
7.	If an organisation, please confirm bank statement or accounts are enclosed	Yes
8.	Please confirm the status of the organisation (if applicable)	
9.	Venue and Dates (s) Required	Council chambers 12/11/22
	Notional Value of Hire (To be completed by the Council Officer)	

You may use a separate sheet of paper to submit any other information which you feel will support this application.

By signing this form you are agreeing to provide the Council with a receipts and payments record within 28 days of the event or use and also confirming that no individual is making personal financial gain from the event or use.

Signed.....*K Brownhill*.....Date...27/1/22.....

